

**DATE:** [Current Date]

**TO:**

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

**RE: Notice of Deficiency Following Sale of Collateral**

**Account Number:** [Account Number]

**Description of Asset:** [Year/Make/Model or Property Description]

Dear [Debtor Name],

This letter serves as formal notice regarding the liquidation of the secured asset held as collateral for the above-referenced account. Following your default on the security agreement, the asset was sold to satisfy the outstanding debt.

The details of the liquidation and the resulting deficiency are as follows:

- **Total Outstanding Balance:** \$[Amount]
- **Plus Costs of Repossession/Liquidation:** \$[Amount]
- **Less Net Proceeds from Sale:** (\$[Amount])

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- **TOTAL DEFICIENCY BALANCE DUE:** \$[Total Amount]

The sale of the asset was conducted in a commercially reasonable manner on [Date of Sale] via [Method of Sale, e.g., Private Sale/Public Auction].

Demand is hereby made for the payment of the total deficiency balance of **\$(Total Amount)**. Please remit payment in full by [Due Date] to the address listed below. If you are unable to pay the full amount, please contact our office immediately at [Phone Number] to discuss potential payment arrangements.

Failure to resolve this deficiency may result in further legal action to obtain a formal deficiency judgment against you, which may include wage garnishment or asset seizure as permitted by law.

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]